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MEMORANDUM FOR: / General Counsel

Director of Security Auditor-in-Chief Acting Comptroller

Acting Personnel Director

Chief, Logistics Chief, Medical Staff

SUBJECT

: Briefing of Major General John R. Deane

1. Major General John Russel Deane, USA (Rtd), Senior Representative, London, and Senior War Planner, Near East and Mediterranean Area, will be briefed on the Deputy Director (Administration) activities in accordance with the following schedule:

Friday, 11 December 1953

1030 - 1100	-	A-DD/A
1115 - 1230	-	Personnel Office
1400 - 1600	•	Security Office
1615 - 1700	-	Medical Office

Monday, 14 December 1953

1030 - 1200	-	Comptroller
1400 - 1500	-	Logistics Office
1515 - 1600	-	Auditor-in-Chief
1615 - 1700	_	General Counsel

2. The presentation of each Office is to be of sufficient scope to give a well-rounded picture of its major responsibilities and activities. It is incumbent upon the briefing office to provide transportation (or ensure that transportation is arranged) and escort the General to and from the briefing area.

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L. K. WHITE
Acting Deputy Director
(Administration)